



U.S. MISSION Job Announcement

Riyadh – Jeddah - Dhahran

06-27

VACANCY ANNOUNCEMENT - JEDDAH

05/06/2006

READVERTISEMENT

OPEN TO: All interested candidates

POSITION: Chauffeur, FSN-03; (Positions# 100128)

OPENING DATE: Saturday, May 06, 2006

CLOSING DATE: Saturday, May 20, 2006

WORK HOURS: Full-time; 48 hours/week

SALARY: *Ordinarily Resident: SR. 40,355 p.a. (Annual Basic Salary) plus eligible allowances (Position Grade: FSN-03)

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED."

The U.S. Consulate General in Jeddah is seeking an individual for employment in country for a Chauffeur position in the Motor pool Unit of its General Services Office.

BASIC FUNCTION OF POSITION:

Drives all kinds of passenger motor vehicles to transport passengers in and around Jeddah in accordance with the Consulate Motor pool policy and procedures. Assists in loading and unloading all baggage. The incumbent is responsible for checking and cleaning vehicles for safety. Work may include working in split shifts.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** : Completion of Elementary school or equivalent is required.
2. **Required Experience:** Three years as a professional chauffeur within the city of Jeddah.
3. **Language Requirements:** Level III English (Good Working Knowledge) (Speaking/Writing/Reading), Level II (Limited Working Knowledge) Arabic (Speaking/Reading).
4. **Knowledge/Other Criteria:** Good knowledge of local traffic laws and safe driving rules.
5. **Other Skills:** Basic knowledge of engine trouble-shooting. Must be able to inspect, clean and perform first echelon maintenance on passenger vehicle. A valid Saudi Driving license is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah

Address: P. O. Box 149, Jeddah 21411

FAX: 02-669-3074

POINT OF CONTACT

Human Resources Office

Telephone: 02-667-0080 Ext. 4105/4485

DEFINITIONS

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

CLOSING DATE FOR THIS POSITION: SATURDAY, MAY 20, 2006

The US Mission in Jeddah provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: AHElsafy; FSAhmed; MMShah

Cleared: GSO:RAPuckett; Mgmt:HEMorales; HRO:CEEverhart; FMC: WELauritsen

Approved: Mgmt/C: RGBrady